



BCA High School Pre-Planned Absence Form

Parents:

- ✓ Complete the information below.
- ✓ Sign form and attach any additional information.
- ✓ Send this form to school with your student.
- ✓ Student is to request assignments, due dates, and a teacher's signature for each class (some assignments may not be available until the student returns).
- ✓ Return form to the office for final approval **at least three school days before absence.**
- ✓ Please remember: Pre-Planned absences will not be approved during mid-term and final exams (these are the last four days of each semester).

STUDENT NAME: _____

TODAY'S DATE: _____ **DATE(S) OF ABSENCE** _____

DESTINATION AND REASON FOR ABSENCE: _____

PARENT SIGNATURE: _____

<u>Class</u>	<u>Current Grade</u>	<u>Comments</u>	<u>Teacher Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Excused Absence _____

Unexcused Absence _____

PRINCIPAL / ADMINISTRATOR SIGNATURE _____

Office Use:	Number of Days Previously Absent	1 st Semester _____	2 nd Semester _____
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